



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## MANUFACTURED HOUSING INSPECTION SUPV

Job Number: 20000798

Job Code: 32230V000101

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the manufactured housing inspection program; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have five years of manufactured/commercial/ residential housing structural inspection or mechanical trades inspection and/or installation experience.

#### **Substitute EDUCATION for EXPERIENCE:**

Additional technical training in one of the above fields will substitute for the experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in one of the above fields will substitute for the education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and assigns duties to employees in the inspection of manufactured housing in accordance with state and federal codes. Reviews all inspection work and reports. Provides training and technical advice to employees. Coordinates state and federal inspection programs. Issues all licenses and seals to manufacturers and dealers. Reviews manufactured housing plans, specifications and codes. Participates in state and national seminars and conferences. Reviews and prepares records and reports.

**UNIQUE PHYSICAL REQUIREMENTS:**

Must be able to bend, crawl, stoop and climb to perform inspections.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Frequent travel is required to perform inspections.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*